



FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS

Certification of Address List Maintenance Activities

This form is to be used to certify that a Supervisor of Elections has conducted activities required under Section 98.065, Fla. Stat., to maintain current and accurate residential addresses for registered voters.

I, Jennifer J. Edwards, Supervisor of Elections or designee, for Collier County, certify that the following address list maintenance program activities (check all that apply) were conducted January 1, _____ to June 30, _____, or July 1, 2017 to December 31, 2017:

- ☒ Change-of-address information from U.S. Postal Service/NCOA
- ☐ Mass (nonforwardable) mailing to all registered voters in county
- ☐ Targeted address confirmation request (nonforwardable) mailing to registered voters who have not voted or requested an update to their records within the last 2 years

ACTIVITY: ADDRESS CONFIRMATION REQUESTS (ACR) (provide total number)	
12816	Address confirmation requests sent
ACTIVITY: ADDRESS CHANGE NOTICES (ACN) (provide total number)	
3957	Address change notices sent
ACTIVITY: ADDRESS CONFIRMATION FINAL NOTICES (ACFN) (provide total number in each category)	
7330	Address confirmation final notices sent
2285	Registered voters who responded to address confirmation final notices
ACTIVITY: PLACEMENT ON INACTIVE STATUS (s. 98.065(4)(c), F.S.) (provide total number in each category)	
4299	Registered voter record placed on inactive status (this includes only those voters for whom an address confirmation final notice was undeliverable or who did not respond to the notice within 30 days)
ACTIVITY: REMOVAL OF INACTIVE REGISTERED VOTERS (s. 98.065(4)(c), F.S.)	
0	Number of inactive registered voters removed from the statewide voter registration system (these are registered voters who were placed on the inactive list and who for two general election cycles thereafter did not vote or try, did not request an absentee ballot, nor updated their registration record)

Jennifer J. Edwards
Supervisor of Elections or designee (signature)

1.19.18
Date

Please submit form no later than July 31 (for January through June activities) or no later than January 31 (for July through December activities) to: Chief, Bureau of Voter Registration Services, Florida Department of State/Division of Elections, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399; 850/245-6290 (phone), 850/245-6291 (fax)



Certification of Eligibility Records Maintenance

This form is to be used to certify that the Supervisor of Elections conducted activities as required under section 98.075, F.S. to identify and remove ineligible voters from the voter registration rolls.

I, Jennifer J. Edwards, Supervisor of Elections or designee, for Collier County, certify the following for the period January 1, to June 30, , OR July 1, 2017 to December 31, 2017 :

A. ACTIVITY: NOTICE OF POTENTIAL INELIGIBILITY (provide total number for each category)	
187	Notices mailed (s. 98.075(7)(a)1., F.S.)
144	Notices published (A notice is published ONLY if the mailed notice came back undeliverable which includes unclaimed, refused, or otherwise marked as undeliverable). For notices including voters, provide the number as if it were a notice per voter) (s. 98.075(7)(a)2., F.S.)
B. ACTIVITY: RESPONSES TO NOTICES (MAILED OR PUBLISHED)	
5	Voters who responded to mailed notices
0	Voters who responded to published notices
0	Number of hearings conducted (this should be the same as the number of voters who responded to either a mailed or published notice and requested a hearing (such hearing can only be requested by and held for persons who deny ineligibility)
C. ACTIVITY: NUMBER OF VOTERS REMOVED BASED ON REASONS FOR REMOVAL	
171	Convicted felon with no civil rights restored/no clemency.
17	Mentally incapacitated without voting rights restored (Refers to voters whom the court has declared to be mentally incapacitated AND taken away their voting rights/civil rights)
1377	Deceased (Refers to deceased voters removed with or without notice based on death data match identified by the state, receipt of in-state death certificates or information received from other source)
0	Not of legal age to register
1	Not a U.S. citizen
38	Listed a residence that is not his or her legal residence (Refers to voters who listed someone else's legal residence, or who listed a residence that is not a valid legal residence)
0	Fictitious person (Includes registered voters with fake names and/or date of birth or who use someone else's residence, name or date of birth to register)

Jennifer J. Edwards
Supervisor of Elections or designee (signature)

1.19.18
Date

Please submit by deadline [July 31 for Jan-Jun) or by January 31 for Jul-Dec) to: Chief, Bureau of Voter Registration Services, Fla. Dept. of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street Tallahassee, Florida 32399; 850/245-6290 (phone) 850/245-6291 (fax)

From: Matthews, Maria I. Maria.Matthews@DOS.MyFlorida.com

Subject: Important Notice - Upcoming Deadlines

Date: January 9, 2018 at 10:01 AM

To: SOEList FVRSSOE@dos.myflorida.com

Cc: Brown, Toshia Toshia.Brown@DOS.MyFlorida.com, Marconnet, Amber Amber.Marconnet@DOS.MyFlorida.com, Mosca, Alexander N. Alexander.Mosca@DOS.MyFlorida.com, Dunn, Ashley L. Ashley.Dunn@dos.myflorida.com

MM

Dear Supervisors of Elections:

Please be advised of the following matters:

Address List and Eligibility Records Maintenance Certification of Activities Reports

- These reports are due twice a year – the next due date is no later than January 31, 2018.
- Please use the online fillable forms ([DS-DE 117](#) and [DS-DE 118](#)).
 - Complete, print, sign, date, and then email the reports (as scanned attachment) to Ashley.Dunn@dos.myflorida.com. Do not send hardcopy originals – they are not required.
- To confirm receipt of a report, call Ashley Dunn at: 850-245-6209. Completed reports may be submitted now through January 31, 2018.

Initiative Petition Signature Certifications

- In order for an initiative petition to be deemed timely filed for ballot position for the 2018 General Election Ballot, the constitutionally requisite number of verified signatures must be verified and reported to the Division no later than 5 pm., February 1. See Rule [1S-2.0091\(5\)](#), F.A.C.
- Be sure to date and time-stamp receipt of the petitions. You must verify signed petitions no later than 30 days from date of receipt. We have no authority to extend the deadline. Therefore, please plan for adequate staffing to handle any potential influx this month.
- Since we are now within the last 30 days, email the scanned signed certificates as soon as you have verified them but no later than 5 p.m., February 1. You can follow up later with the originals by mail. This will help getting the counts on certified timely received and verified signed petitions.
 - Email PDF to alexander.mosca@dos.myflorida.com or if email not available, fax to 850-245-6217. See also page 18 of SOE Guide to Reports on the [SOE Resource](#) webpage.
- The Secretary will determine on or immediately after February 1, 2018 whether any initiative petition has made ballot position for the 2018 General Election ballot based on overall signature threshold and congressional district signature threshold..

Please be sure to share this email with relevant staff.

Thank you in advance.

Respectfully,

Maria Matthews, Esq.

Division of Elections, Director

Florida Department of State

500 S. Bronough Street

Tallahassee, Florida 32399

850.245.6520

Maria.matthews@dos.myflorida.com

This response is provided for reference only and does not constitute legal advice or representation. As applied to a particular set of facts or circumstances, interested parties should refer to the Florida Statutes and applicable case law, and/or consult a private attorney before drawing any legal conclusions or relying upon the information provided.

Please note: Florida has a broad public records law. Written communications to or from state officials regarding state business constitute public records and are available to the public and media upon request unless the information is subject to a specific statutory exemption. Therefore, your e-mail message may be subject to public disclosure.

The Department of State is committed to excellence.
Please take our [Customer Satisfaction Survey](#).

From: Matthews, Maria I. Maria.Matthews@DOS.MyFlorida.com

Subject: Time-Sensitive Notice: Pending FDLE Felon Files

Date: February 11, 2019 at 10:05 AM

To: SOEList FVRSSOE@dos.myflorida.com, SOEStaffContacts SOEStaffContacts@dos.myflorida.com

Cc: Brown, George George.Brown@dos.myflorida.com, Brown, Toshia Toshia.Brown@DOS.MyFlorida.com, Marconnet, Amber Amber.Marconnet@DOS.MyFlorida.com, Modrow, Janet Janet.Modrow@DOS.MyFlorida.com

MM

Dear Supervisors and staff,

As you all know, Amendment 4 went into effect on January 8 and there has been no delay in implementation.

In order to ensure the Department is fully complying with the law and honoring the will of the voters, we will be recalling this week for re-examination the potential felony match files that the Division previously sent you prior to the passage of Amendment 4 and that are still reflected as pending (PEN) at the county level. These are files for which you have not yet made a final determination of ineligibility. By reexamining these files under the scope of Amendment 4, we can ensure that registered eligible voters are not incorrectly removed from the rolls.

To complete the task on our end, please *invalidate* all PEN felony matches you received from the Division of Elections that you would like us to pull back and reexamine under the scope of Amendment 4. This includes all Active (ACT) and Inactive (INA) records, regardless at which stage the record is pending, short of removal. We will only recall the *invalidated* PEN files after 6 PM (Eastern Time), February 14 (Thursday).

Your points of contact will be Chief Toshia Brown (Toshia.brown@dos.myflorida.com; 850.245.6225) and Amber Marconnet (amber.marconnet@dos.myflorida.com; 850.245.6224).

If you have any questions, please let us know. Thank you for your cooperation.

Respectfully,

Maria Matthews, Esq.

Division of Elections, Director

Florida Department of State

500 S. Bronough Street

Tallahassee, Florida 32399

850.245.6520

Maria.matthews@dos.myflorida.com

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